

TO: Mayor and Board of Trustees
FROM: Village Administrator Steve Stricker and Staff
SUBJECT: Regular Meeting of October 24, 2011
DATE: October 21, 2011

PLEDGE OF ALLEGIANCE:

Gioia Solano, St. John of the Cross School

6. ORDINANCES

A. Text Amendment (Medical Offices as Special Uses in GI District)

Attached is an Ordinance amending the Zoning Ordinance to add medical offices to the list of special uses in the GI District. The Plan Commission recommended approval of this amendment and, at its October 10, 2011 meeting, the Board directed staff to prepare this Ordinance.

It is our recommendation: that the Ordinance be approved.

B. Special Use (16W361 South Frontage Road – Janko and Wool)

Attached is an Ordinance granting a special use for a medical office at 16W361 South Frontage Road. The Plan Commission recommended approval of this amendment and, at its October 10, 2011 meeting, the Board directed staff to prepare this Ordinance.

It is our recommendation: that the Ordinance be approved.

C. Variation (V-04-2011: 220-240 Shore Drive - Bronson & Bratton)

Please find attached an Ordinance granting approval and a letter from the Zoning Board of Appeals recommending approval of a request by Bronson & Bratton for a variation to permit an addition connecting two buildings without full compliance with the parking lot curbing and landscaping requirements. The subject property is located at 220-240 Shore Drive.

The petitioner has owned and operated this business at this location since 1970. The business manufactures specialized tooling and aerospace parts. They currently operate from two adjacent buildings and plan to construct an addition connecting the two buildings. A previous variation was granted to allow the floor area of the building(s) to exceed the maximum permitted floor area. The Zoning Ordinance also requires that non-conforming parking lots be made to conform to the parking lot standards for curbing and landscaping at such time that floor area is added to the building.

The petitioner submitted a plan indicating that additional curbing would be added and that a significant amount of asphalt would be replaced with landscaping. It was the opinion of the Zoning Board that the petitioner met the intent of the code with these improvements and that the parking lot would meet or exceed the standards established by other parking lots in the vicinity.

The petitioner has applied for a building permit which is ready to be issued. To accommodate the petitioner, staff has also prepared an Ordinance granting the variation as recommended by the Plan Commission.

It is our recommendation: that the Ordinance be approved.

7. RESOLUTIONS

A. Extend Water Tower Lease Agreement (Verizon Wireless)

The Village was recently contacted by Verizon Wireless who indicated a desire to extend their existing water tower lease, which expires on March 21, 2013, for an additional two terms of five years each. During this period, the same automatic 3% annual rent increase will apply. The current annual rent is \$34,963. Enclosed is a Resolution authorizing an extension of the current lease agreement with Chicago SMSA Limited Partnership d/b/a Verizon Wireless for an additional two terms of five years each.

It is our recommendation: that the Resolution authorizing the signing of the First Amendment to Water Tower Lease Agreement with Chicago SMSA Limited Partnership d/b/a/ Verizon Wireless be adopted.

8. CONSIDERATIONS

A. Contract for Upgrade of Financial System Software

After 15 years in service, we need to upgrade our main financial systems. We have stretched the use of the current systems to the point that they have become obsolete and incompatible. For the past several months, staff has been performing a software selection process, i.e. researching potential vendors, defining system requirements, and conducting demonstrations of their software systems.

Of the demonstrations conducted, staff consensus was that BS&A Software was the best vendor to supply the Village with new, integrated financial systems. BS&A Software is a popular, well established company that specialized in software solutions for municipal governments in the Midwest. BS&A's systems are written in up-to-date standards and staff found the systems easy to use with a lot of features and functions. The reference checks performed on BS&A were very positive.

Cost proposals were received from three vendors and BS&A's proposal was also the lowest. Proposals were all inclusive for licensing, implementation, training, and conversion. Funds are set aside in the Information Technology fund for the project and do not impact the current General Fund operating budget.

Included is a report from Finance Director Jerry Sapp on the financial system upgrade. He will make a presentation on the project at the Monday night Board Meeting.

It is our recommendation: that the contract for the new financial systems licensing, implementation, training and conversion be awarded to BS&A Software in the amount of \$99,915.

B. Discussion Regarding Electric Aggregation

On January 1, 2010, an amendment to the Illinois Power Agency Act brought municipal electric aggregation to Illinois. Electric aggregation allows municipalities to create a program to obtain lower rates for residential and small commercial electricity customers by jointly purchasing electricity for the aggregated customers. On Monday evening, I plan to present an overview of this issue. After giving the Board members ample time to review all of the information, we will discuss this issue again at the November 14 meeting and hopefully determine whether or not to move forward with the “opt-out” program. If the Board ultimately decides to move forward with the “opt-out” program, an Ordinance authorizing a referendum be placed on the March 20 ballot can be approved at the November 28 Board meeting.

Attached for your information please find the following:

- PowerPoint presentation on municipal aggregation
- Electric aggregation timeline
- Article: “How municipal aggregation electric power is saving hundreds of dollars in households across Illinois” – David Hoover, Executive Director of NIMEC
- Article: “Municipal electric aggregation: What it means to you” – Aaron Rasty, President of Blue Star Energy Solutions (IML Newsletter)
- Article: “Municipal electric aggregation Illinois” – Andrew Fiske and Hart Passman, Holland and Knight

Once you have had a chance to review this information and have additional questions, please do not hesitate to contact me.

C. Bi-Annual Goals (Targets for Action) for FY 2011-2013

On Thursday, September 22, the Village Board met and participated in its bi-annual strategic planning and goal setting workshop. As a result of this process, the Board established several new goals and targets for action for the upcoming two-year period and beyond. Attached please find a copy

of the brief PowerPoint that Lisa Scheiner will present at the Board Meeting.

D. Community Survey Q&A

This is a new item that will be placed on the agenda for the next several months. Mayor Grasso will present community-asked questions and answers that were generated through the recent Community Survey. The questions and answers will then be placed on our website.

E. Contract for Elevator Plan Review and Inspection Services

The Village's building codes and Illinois State law require that all elevators have semi-annual inspections and that new elevators are reviewed and inspected by the Village. The Village has always used the same contractor, Thompson Elevator Services, to conduct elevator plan reviews and inspections. The total amount of expenditures for this service (all of which is reimbursable from elevator owners and permit applicants) is approximately \$9,000 per year. In an effort to reduce costs wherever possible, the Community Development Department sought bids from three contractors. The contractor bids were as follows:

	Elevator Inspection Services (EIS)	Thompson Elevator Inspection Services	Certified Elevator Inspection Corporation	Current Expense to the Village
Plan Review	\$40	\$40	\$50	\$100
New Elevator Inspection	\$80	\$80	\$80	\$100
New Elevator Re-inspection	\$30	\$30	\$60.00	\$100
Semi Annual Inspection	\$30	\$30	\$30.00	\$41
Semi Annual Re-inspection	\$30	\$30	\$15	\$41
Semi Annual for Village Elevator	No Charge	No Charge	No Charge	\$41
Certificate Preparation	No Charge	No Charge	\$5 per Certificate	Done by staff

There is not a significant difference in the bids and all three bids would significantly reduce the Village costs. Staff has conducted reference checks and investigated the three companies. Certified Elevator is a small company and staff is concerned whether they have the resources to handle the work. Both Thompson and EIS are well qualified. The Village has always been satisfied with Thompson's performance. A reference check for EIS included the Village of Oak Brook. EIS has had the elevator contract for Oak Brook for many years and Oak Brook has always been satisfied. EIS is also a Burr Ridge company with their offices at 745

McClintock Drive. Based on all of these considerations, **it is our recommendation** that the Board award the elevator inspection contract to Elevator Inspection Services for a one year period per the attached proposal/contract.

F. FMLA Leave of Absence – Officer Ryan Husarik

Attached please find a letter from Officer Ryan Husarik requesting a leave of absence for up to 12 weeks under the Family and Medical Leave Act. Officer Husarik is requesting a leave of absence from November 14 through December 2 due to the birth of his first child, which qualifies under the FMLA regulations for a leave. Officer Husarik will cover his leave using his existing Personal, Vacation and Sick Leave time.

It is our recommendation: that the request for unpaid leave of absence under the Family and Medical Leave Act for Police Officer Ryan Husarik be approved.

G. Approval of Vendor List

Enclosed is the Vendor List in the amount of \$334,895.54 for all funds, plus \$178,847.04 for payroll, for a grand total of \$513,742.58.

It is our recommendation: that the Vendor List be approved.